

SECRET
Classification

DDS/OL/SD 18

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120070-7

CONTROL NO. ~~XXXXXXX~~ 25X1

PREPARE IN DUPLICATE

OL/SDA ☐ 7 See above

1. TITLE OF REPORT (If a fill-in report include Form No.)

Daily Production Report

2. TYPE OF REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒ PERSONNEL
☒ LOGISTICS
☐ MEDICAL
☐ TRAINING
☐ SECURITY
☐ FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Daily

6. DISTRIBUTION (No. of components not number of copies)

0

7. FORMAT (memorandum, form computer print-out, etc) Form

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Chief, 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

Depot Branches

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

6

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR
GS-8	5.60		1/4		1.40		252		352.80
GS-15	12.10		1/2		6.05		252		1524.00
GS-16	14.04		1/4		3.51		252		884.52

252 hours

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$2761.32

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This daily information is a basic planning tool in the management of depot activities. Without it we would never know where we stood on deadline dates for packing and shipment of material. It is also used in revising production schedules due to emergency situations that develop. Report is used in compiling statistics for the monthly operations report.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

STAT

16. DATE OF INVENTORY

28 September 1970

ATION

18. EXTENSION

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(22-36-43)